

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
CONSTRUCTION DIVISION MEMORANDUM**

**GENERAL SUBJECT:** GUIDELINES FOR DBE/MBE/WBE PROGRAM **NUMBER:** CD-2000-4  
SUPPORTIVE SERVICES, AND CONTRACT  
ASSISTANCE AND COMPLIANCE

**SPECIFIC SUBJECT:** ISSUANCE OF GUIDELINES **DATE:** JANUARY 18, 2000

Original w/Signature on file in Construction Division

\_\_\_\_\_  
C. F. GEE  
CONSTRUCTION ENGINEER

**DIRECTED TO - DISTRICT ADMINISTRATORS**

The new DBE requirements are written in a fashion that compels the Department to be pro-active in providing assistance to DBE and non-DBE firms. Compliance with contract requirements is a necessity, however, most efforts should be directed toward assistance and prevention of issues, rather than punitive actions after problems have occurred. During the Department's routine project administration, an active approach will be made when difficulties involving the DBE/MBE/WBE Compliance Program are observed, detected or are brought to its attention. An appropriate course of action will be jointly determined by district, residency and Central Office personnel who will request assistance from the District Equal Opportunity Managers and the Virginia Department of Minority Business Enterprise to ensure that the response time is minimized for the benefit of all.

The DBE/MBE/WBE Compliance Program Instructional Guide dated October 1, 1999, outlines the specific responsibilities of the different entities involved in administering the compliance function of the Department's Disadvantaged and Minority Business Enterprise Programs.

The entities identified as having specific responsibilities include the Resident Engineer, Project Inspector, District Equal Opportunity Manager, Equal Opportunity Division Administrator, the Construction Engineer, and the Virginia Department of Minority Business Enterprise.

The General Compliance Format section provides guidance concerning the administration of the review process and sets forth some of the items to be considered in making a compliance determination. In an effort to ensure accurate, timely, and consistent reporting on the status of DBE/MBE/WBE compliance, the attached review schedules have been developed. The prescribed usage of these schedules is outlined in the compliance guide that follows.

This process shall be used in making a compliance determination of credit allowance on federal and non-federal aid projects when participation is occurring. In addition, these guidelines outline how DBE and non-DBE contractors can obtain assistance in order to comply with contract requirements.

These guidelines become effective upon receipt of this memorandum.

GCW\HD:rg